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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

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No. [REDACTED] 19 February 1970

To: All Training Officers of the Agency

READING IMPROVEMENT

These Reading Improvement courses have been scheduled for the remainder of FY 70. No other Reading Improvement courses will be held before Fall 1970.

FOR Agency employees whose major duties involve large amounts of reading.

LOCATION AND DATES Ames Building, Room 1216A
15 April - 13 May
First Week - Wed. & Fri. 0900-1100
Remainder of Course - Mon. & Wed
0900-1100

1000 N. Glebe Road, Room 401
14 April - 14 May
Tues. & Thurs. 0900-1100

REGISTRATION Because enrollment is limited to 22 in each course, the following quotas have been established: O/DCI - 2; DDI - 5; DDP - 5; DDS - 5; and DDS&T - 5. Form 136, "Request for Training at Non-Agency Facility," should be submitted as soon as possible to the Senior Training Officer in each Directorate who will determine priorities and forward the appropriate number for each course to TR/ISS/AIR, Room 835, 1000 North Glebe Road by 27 March 1970.

OBJECTIVES 1. To develop a more organized approach to job-related reading. Emphasis is placed on the individual student's improvement of comprehension, reading speed, and recall.

(Over, please)



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2. To develop techniques of skimming, scanning, and work analysis.

HOMEWORK

Classes are kept small to allow for individual instruction. For maximum effectiveness students are expected to spend at least one hour in practice at home or at work each day.

COST

The cost of approximately \$45 per student is assumed by the sponsoring office. Since the full price is charged after the first session, it is imperative that only those certain to complete the course be selected to attend. Because of the nature of the course, no substitutions can be made after the first day.

**ADDITIONAL
INFORMATION**

For information on course content, call [REDACTED] on extension [REDACTED] on registration, call TR/ISS/AIR, extension [REDACTED]

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